

# **COMMUNITY CARE LICENSING DIVISION**

*"Promoting Healthy, Safe and  
Supportive Community Care"*

## **TECHNICAL SUPPORT PROGRAM**

### **Self-Assessment Guide**

### **ADULT RESIDENTIAL FACILITY CLIENT RECORDS**



# **TECHNICAL SUPPORT PROGRAM ADULT RESIDENTIAL FACILITY CLIENT RECORDS**

This tool is designed to assist facility operators to perform periodic self-assessments of their client records. It includes the most commonly required client records. It is not an exhaustive list of all client records. **It *cannot be used as a substitute for having a good working knowledge of all records required by regulation.*** Be sure that all documents are signed and complete. It is recommended that each box and/or space is marked to demonstrate that the entire form has been reviewed.

R = Reviewed

U = Updated

N/A = Not Applicable

Client Name: \_\_\_\_\_ Date of Placement: \_\_\_\_\_

Review Date									Expires/ Updates Due
-------------	--	--	--	--	--	--	--	--	-------------------------

Admission Agreement LIC 604									
Identification and Emergency Info LIC 601									
Physician's Report/ Ambulatory Status/TB Test Results LIC 602									
Consent for Medical Treatment LIC 627C									
Certification from Regional Center for D. D. Clients									
Needs and Services Plan LIC 625									
Functional Capabilities Assessment LIC 9172									
Mental Health Intake Assessment									
Restricted Health Condition Care Plan									
Client Cash Resources LIC 405									
Client Personal Property Record LIC 621									
Personal Rights LIC 613									
Centrally Stored Medication and Destruction Record LIC 622									
Telecommunications Device Notification Form LIC 9158									

Admission Agreement (LIC 604)

Due Date: Within seven days of admission.

Updates Due: Upon modification of any terms of the agreement

Identification and Emergency Information (LIC 601)

Due Date: At time of admission

Updates Due: When any information on the form changes

Physician's Report with Ambulatory Status and TB Test Results (LIC 602)

Due Date: Prior to admission

Updates Due: When there are significant changes in the client's health that could affect his/her needs and services or continued placement

Consent for Medical Treatment (LIC 627C) (Optional)

Due Date: At time of admission

Updates Due: When there is a change of responsible party

Certification from Regional Center for Developmentally Disabled Clients

Due Date: Prior to admission

Updates Due: None

Needs and Services Plan (LIC 625)

Due Date: Prior to admission

Updates Due: At least annually and when there are significant changes in the client's physical, mental and/or social condition that could affect his/her needs and services or continued placement

Functional Capabilities Assessment (LIC 9172)

Due Date: At time of admission

Updates Due: When there are significant changes in the client's functional capabilities

Mental Health Intake Assessment (for clients with a mental illness)

Due Date: Prior to admission

Updates Due: When there are significant changes in the client's mental health status

Restricted Health Condition Care Plan

Due Date: Prior to admission for clients with restricted health conditions.

Updates Due: When there are significant changes in the client's restricted health conditions or the medical procedures/services needed by the client

Client Cash Resources (LIC 405)

Due Date: Upon receipt of any client cash

Updates Due: Upon receipt or disbursement of any client cash

Client Personal Property Record (LIC 621)

Due Date: At time of admission

Updates Due: When client property is added or removed

Personal Rights (LIC 613)

Due Date: At time of admission

Updates Due: None

Centrally Stored Medication Record (LIC 622)

Due Date: Upon receipt of any medication for clients

Updates Due: When new medications or refills arrive, or when medications are destroyed

Telecommunications Device Notification (LIC 9158) (for clients with hearing impairments or other disabilities that would cause them to have difficulties using a telephone)

Due Date: At time of admission

Updates Due: When a client without the form develops any disability that would cause him/her to have difficulty using a telephone